

# **Catawba County Emergency Medical Services Standard Operating Guidelines**

## Visitors at Bases

Catawba County EMS promotes good community relations and realizes that family members often visit employees while at work. Catawba County EMS welcomes these people to our bases. This policy will help understand the rules and regulations during their visit.

- An on duty staff member will host visitors. Good employee conduct is expected during this time. At no time shall a visitor be allowed to occupy the base without an employee present.
- EMS personnel will not receive visitors, students, or observers at bases during the hours of 2300 and 0600.
- EMS personnel hosting visitors at the bases will be responsible for the conduct of those visitors. EMS bases and offices are places of business. Visitors will conduct themselves appropriately and in a manner that does not interfere with the normal operation of these areas.
- Should a visitor being present cause conflict within a workgroup, disrupt normal operations, or otherwise cause a problem then the on-duty Supervisor will be notified and the visitor's privilege to be at our facility will end.

4/7/06 – BDB